

Message Text

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60

ORIGIN SS-15

INFO OCT-01 EA-11 ADP-00 SY-10 CPR-02 OC-06 CCO-00 RSC-01

SSO-00 (ADP) R

DRAFTED BY S/S-S:LSCHERMERHORN

7/10/73

APPROVED BY S/S - MR. GAMMON

S/S-O - MR. FRY

S/S-EX - MR. MILLER

DESIRED DISTRIBUTION

EA,A/SY,S/CPR,

----- 059197

O 112332Z JUL 73

FM SECSTATE WASHDC

TO AMEMBASSY SEOUL IMMEDIATE

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E.O. 11652:N/A

TAGS: OVIP, (ROGERS, WILLIAM P.)

SUBJECT: SECVISIT/SEOUL: S/S REQUIREMENTS

FOLLOWING ARE DETAILS OF S/S REQUIREMENTS DURING VISIT
OF SECRETARY:

1. COMMUNICATIONS ARRANGEMENTS:

A. TWO EXECUTIVE SECRETARIAT (S/S) TEAMS CONSISTING
OF FSO'S LANGE SCHERMERHORN AND AURELIA BRAZEAL AND SEC-
RETARIES EVELYN GREEN AND MOIRA HALEY WILL ACCOMPANY THE
SECRETARY TO SEOUL. S/S WILL BE AVAILABLE ON CALL 24-HOURS
A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON
IMPORTANT MESSAGES CONCERNING THE SECRETARY OR MEMBERS OF
HIS PARTY. COMMUNICATORS WILL BE KEPT INFORMED OF WHERE-
ABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR
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HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO

DEPARTMENT FROM THE SECRETARY, OR HIS PARTY WILL BE SLUGGED
SECTO. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S
PARTY" OR "FOR SECRETARY" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/
SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY.

S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND
OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREA OF
RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT
GIVING THE LAST SECTO AND TOSEC NUMBERS. ALL REPEAT ALL
OUTGOING SECTO TELEGRAMS WILL BE SIGNED ROGERS AND MUST
BE CLEARED BY S/S. COMMUNICATORS SHOULD NOT ACCEPT ANY
OUTGOING SECTO WITHOUT S/S CLEARANCE. INCOMING TOSEC CABLES
SHOULD BE REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE,
ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH
SIZE PAPER.

E. PLEASE PROVIDE S/S WITH FOLLOWING NUMBER OF COPIES:
(1) TOSEC/SECTO - NODIS 5 AND EXDIS 5 COPIES TO S/S ONLY.
S/S WILL DISTRIBUTE. DUMMY POST FILE SHOULD BE ESTABLISHED;
BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR
SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL
PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;
(2) TOSEC/SECTO - LIMDIS, ALL OTHER TOSEC/SECTO CABLES,
AND CABLES FOR SECRETARY'S PARTY - 10 COPIES TO S/S
ONLY. S/S WILL DISTRIBUTE; (3) EMBASSY TRAFFIC - THIS
SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST
IMPORTANT SHOULD BE PROVIDED TO S/S (10 COPIES)

F. SPECIAL SUMMARIES - DAILY EXDIS SPECIAL SUMMARIES
FOR THE SECRETARY WILL BE SENT BY IMMEDIATE CABLE FROM
DEPARTMENT OPERATIONS CENTER - THEY WILL BE NUMBERED
CONSECUTIVELY AND SHOULD BE RECEIVED BY 0600 EACH DAY.
IF NOT RECEIVED BY THIS TIME, COMMUNICATIONS SUPERVISOR
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SHOULD, ON OWN INITIATIVE, SEND AN IMMEDIATE SERVICE. THE
SPECIAL SUMMARIES SHOULD BE SET UP WITH THREE LINES BETWEEN
ITEMS. MATS SHOULD BE PROOFED BEFORE REPRODUCTION.

2. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S
USE ON 24-HOUR BASIS.

B. TOP SECRET-CLEARED COURIER SERVICE SHOULD ALSO BE AVAILABLE ON 24-HOUR BASIS.

C. S/S OFFICES:

(1) TWO OFFICES AT EMBASSY FOR S/S TEAMS WITH ADDITIONAL DESK AVAILABLE FOR TRIP SUPPORT OFFICER (S/S-EX)

(2) NORMAL OFFICE SUPPLIES AND FORMS.

(3) TWO CONFERENCE TYPE TABLES AND ONE FILE CABINET.

(4) ONE XEROX MACHINE.

(5) TWO COPIES EMBASSY PHONE BOOK, ONE SEOUL PHONE BOOK, ONE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

D. S/S REQUIRES 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL; ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

3. MISCELLANEOUS ARRANGEMENTS:

A. FSO SHOULD BE ASSIGNED TO S/S DURING VISIT AND SHOULD MEET S/S TEAMS AT AIRPORT. TOP SECRET CLEARED SECRETARY SHOULD BE ASSIGNED TO S/S FOR SAME PERIOD. CONTROL OFFICERS SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING)

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B. TICKERSERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. DESIRABLE, IF POSSIBLE TO HAVE FIVE COPIES OF EACH ITEM DELIVERED TO S/S.

C. SEVEN COPIES OF EACH AVAILABLE ENGLISH-LANGUAGE AND LOCAL NEWSPAPER AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0700.

D. POST SHOULD ALSO PREPARE A DAILY ENGLISH SUMMARY OF LOCAL PRESS ITEMS CONCERNING SECRETARY'S VISIT OR IMPORTANT CONFERENCE ACTIVITIES. SUMMARY SHOULD BE DELIVERED TO S/S BY 0700 EACH DAY.

E. TWO COPIES OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY AND/OR MRS. ROGERS DELIVERED TO S/S

PRIOR TO DEPARTURE.

F. PLEASE HAVE AVAILABLE FOR S/S TEAM PRIOR TO DEPARTURE
BRIEF DRAFT NOTES OF APPRECIATION FROM THE SECRETARY TO
APPROPRIATE OFFICIALS.

G. IN ADDITION, S/S CONTROL OFFICER SHOULD HAVE
AVAILABLE FOR S/S TEAM PRIOR DEPARTURE A COMPLETE LIST OF

NAMES, ADDRESSES, AND SALUTATIONS FOR ALL PERSONS TO WHOM
MRS. ROGERS MIGHT WISH TO SEND NOTES OF APPRECIATION.
LIST SHOULD INCLUDE NOT ONLY NAMES OF WIVES OF SENIOR
OFFICIALS MRS. ROGERS WILL HAVE MET BUT ALSO TOUR GUIDES,
HEADS OF INSTITUTIONS VISITED, ETC. ROGERS

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TAGS: OVIP, (ROGERS, WILLIAM P)
To: SEOUL
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